

Peer Mentor Scheduling System

Setting up a scheduling system for your peer mentors is relatively easy using Wiggio. Peer mentor coordinators should follow these steps:

1. First, go to www.wiggio.com and create a Wiggio account. Once you have an account set, you can then create a group (on the left side). You can add and delete people as you would like. Please include the PFCC Volunteer Coordinator as a member of all your groups so that he or she can track volunteer hours.
2. When a person is added to a group, they will receive an email from Wiggio. They will then have to create a Wiggio account (if they don't already have one) and can start participating in the group. It works easily with the link that Wiggio sends them.
3. Once the group is set up, participants can start a conversation on the feed section or add the dates they plan to peer mentor to the calendar. Wiggio serves as both a peer mentor communication board and a scheduling system. In Wiggio, peer mentors can see when others are going to be mentoring and work together.
4. Make sure your peers know that to add a calendar item, you click on the date and then add the **event name**, **time**, **location** and **description**. It can be helpful to title the event with Mentor Name - Activity, so for example Jane Doe - Inpatient Mentoring. You can set a reminder for the event so they get an email reminder. Under participants, always choose the group (if you don't, then it won't show up on everyone's calendar).